

PEARL HARBOR NAVAL SHIPYARD & IMF

VACANCY ANNOUNCEMENT

POSITIONS: **ENGINEERING AID,
GS-0802-2/3 (STEP)
ENGINEERING TECHNICIAN,
GS-0899-3/4/5 (SCEP)**

ANNOUNCEMENT NO: PHNSY & IMF ROBOTICS - 1

OPENING DATE: 19 January 2010

CLOSING DATE: 12 February 2010

1. BACKGROUND

In order to meet the challenges of recruiting and retaining qualified engineers to Pearl Harbor Naval Shipyard and IMF (PHNSY&IMF), we are accepting applications from career-oriented high school graduates interested in pursuing an academic degree in Engineering at the University of Hawaii under the Student Temporary Employment Program (STEP). At management's recommendation and discretion, this could lead to conversion into the Student Career Experience Program (SCEP). However, conversion to the SCEP is not guaranteed. The purpose is to recognize the potential to promote the education, recruitment, and retention of a *highly motivated and qualified* high school student who has participated in the FIRST Robotics program and offer them the opportunity to pursue an engineering degree while receiving funding for tuition, and related educational fees.

This announcement is open to any graduating high school student who was substantially involved in the FIRST Robotics program. Upon completion of an engineering degree and successful job performance through the SCEP, students may be converted to career conditional appointments (without further competition) into professional engineering positions at full performance levels of GS-11 or 12, depending on the engineering discipline.

If selected for this program, individuals will gain paid work experience on a part-time or full-time basis, while taking courses during the fall and spring semesters. They will also be given the opportunity to work full-time during the summers. The initial STEP employment period may extend up to one year, and may be extended in yearly increments for as long as the student meets eligibility requirements. If accepted into this program, you must be enrolled or accepted for enrollment as a degree-seeking student, and maintain at least a half-time academic course load at the University of Hawaii, Oahu.

2. ELIGIBILITY

Applicants for this program must be high school students in 12th grade or high school graduates. Applicants should be in good standing academically and must be able to prove active participation in FIRST Robotics programs and competitions for at least two full academic years. Applicants will be selected based on: scholastic achievement; interest in engineering, as well as leadership skills, a sense of service to the United States of America, and personal attributes. Applicants must be U.S. citizens. Applicants must be accepted by UH College of Engineering or Pre-Engineering Program for the 2010-2011 academic year, and must complete all studies in good standing (2.5 or better GPA).

3. GENERAL APPLICATION INFORMATION:

Applicants must complete and submit a formal application package with all the required materials to be considered for acceptance. The package must include a resume (see attached resume format), signed parental permission form (as necessary), proof of acceptance into the University of Hawaii College of Engineering or Pre-Engineering for the 2010-2011 academic year, one letter of recommendation from a high school science teacher or guidance counselor, one letter of recommendation from a FIRST Robotics mentor, and a one-page essay explaining why you are the best qualified for this scholarship opportunity. The deadline for receipt of the completed application package is February 12, 2010.

These requirements must be completed by the closing date of the announcement, or the applicant will be considered ineligible for the program. If mailing your application package, it must be postmarked by February 12, 2010. Please identify announcement number "PHNSY & ROBOTICS – 1" in your application package.

Please send completed application package to:

Email: cnihbrohawaii@navy.mil (Subj: **PHNSY & IMF ROBOTICS – 1**)

Or

Mail: Human Resources Office, Commander Navy Region Hawaii
850 Ticonderoga St., Suite 110
Pearl Harbor, HI 96860-5101
Attn: Dave Alison, Code N13.1A
(PHNSY & IMF ROBOTICS – 1)

For additional details about the program, please contact Dave Alison, Human Resources Specialist, Commander Navy Region Hawaii at (808) 471-0245.

SAMPLE RESUME FORMAT

Henry Resources
1234 Career Street
Somewhere, HI 99999

Contact Phone: (808) 123-4567
Work Phone: (808) 438-1234
DSN: 555-1111

E-mail Address: FindaJob@hotmail.com

WORK EXPERIENCE:

Example: dates of employment, hours per week, position title; grade of position (if Federal), date of last promotion; if on a temporary basis; place of employment with address; supervisor's name and phone number, if we may contact your supervisor. Description of major duties.

Example: 01-2000 to present, 40 hours per week; Secretary, GS-318-4; last promoted 05-1999; not temporary employee; not on temporary promotion; Pearl Harbor Naval Shipyard, 123 Drydock Ave, Pearl Harbor, HI 96860; Mr. Boss Supervisor; (808) 474-1234; may contact supervisor. Performs various clerical tasks including answering telephones, keeping calendar, scheduling meetings/conferences; travel arrangements, filing, data entry, payroll.

EDUCATION: Provide name of high school, whether H.S. Diploma or GED, and date completed. For Post high school education, provide name of college or university (include city and state), type and year of degree obtained (if applicable), major field of study, grade point average, and semester/quarter hours completed.

TRAINING: List any courses that you have completed and consider relevant to your career goals, include course name, length, and completion date.

LICENSES/CERTIFICATES: List current licenses, certificates. Identify the city and/or state of certification and expiration date, if any.